

## Participation of Volunteer and Students

### Purpose

Early Years @ Phoenix Park aims to provide a range of opportunities for family members, volunteers and students to participate in programs and activities while adhering to clear guidelines regarding appropriate interactions and communication with staff, and other adults and children at the service.

### Definition

**Student:** A person undertaking a practicum placement as part of a recognised early childhood qualification. This student will be supported by an educational institution in the completion of their placement.

**Volunteer:** A person who willingly undertakes defined activities to support the education and care programs at a children's service in an unpaid or honorary capacity. These activities may include direct contact with children, or administrative tasks.

**Working with Children (WWC) Check:** The check is a legal requirement for those undertaking paid or voluntary child related work in Victoria and is a measure to help protect children from harm arising as a result of physical or sexual abuse.

### Procedures

- EYPP only engages students from reputable training organisations EG TAFE and Universities not private RTOS.
- Students must have a current working with children's check before they start.
- An induction process is conducted with both students and ongoing volunteers.
- Parent volunteers are given guidelines when participating in excursions
- Parents who participate on excursion and outings are encouraged to obtain a working with children check.
- All volunteers are engage to compliment, not replace, the work of paid employees.
- Accepting or rejecting a potential volunteer/student is based on the circumstances of the service at the time.
- Personal Record contains information for all volunteers/students attending the service with details of name, address, date of birth, days and hours of participation and details of the Working with Children (WWC) Check.
- To protect the health, safety and wellbeing of children at the service all volunteers/students and parents/guardians are adequately supervised at all times by a paid employee who is over 18 years of age.
- Volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children
- EY@PP develops a range of strategies to enable and encourage the participation and involvement of parents/guardians at the service
- Volunteers/students and parents/guardians will have access to all service policies and procedures, and a copy of the Education and Care Services National Regulations 2011

- Volunteers/students and parents/guardians will be encouraged to familiarize themselves with the policies, procedures and the regulations.
- All staff have a responsibility to ensure volunteers/students understand and comply with the National Regulations and all service policies and procedures, including the Code of Conduct Policy, while attending the service
- Volunteers/students need to ensure they understand and acknowledge the requirement for confidentiality of all information relating to educators and families within the service (refer to Privacy and Confidentiality Policy)
- Volunteers/students need to follow the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.
- All Volunteers/students are to follow the correct manual handling procedures and ensure they maintain a safe work environment at all times.
- Students need to provide an appropriate photo to put on display for educators and parents which will be located on the outside of the retrospective room doors.

### **Related Policies**

- ❖ Excursion and Incursions
- ❖ Confidentiality of records
- ❖ Supervision of children Delivery and Collection of Children.
- ❖ Child Safe environment /Protection
- ❖ Staff recruitment,
- ❖ Professional code of conduct,
- ❖ Manual Handling

### **Sources**

- Family Law Act 2014
- National Quality Standard, Quality Area 2: Children’s Health and Safety
- Australian Children’s Education and Care Quality Authority (ACECQA) [www.acecqa.gov.au](http://www.acecqa.gov.au)
- National Early Years Learning Framework  
[http://www.deewr.gov.au/earlychildhood/policy\\_agenda/quality/pages/earlyyearslearningframework.aspx](http://www.deewr.gov.au/earlychildhood/policy_agenda/quality/pages/earlyyearslearningframework.aspx)
- Working with Children Check Unit, Department of Justice, Victoria  
[www.justice.vic.gov.au/workingwithchildren/](http://www.justice.vic.gov.au/workingwithchildren/)
- Education and Care Services National Law Act 2010: Section 169
- Education and Care Services National Regulations 2011: Regulations 123, 145, 149, 157, 355, 358, 360
- Equal Opportunity Act 2010(Vic)
- Fair Work Act 2009(Cth)
- National Quality Standard, Quality Area 4: Staffing Arrangements–
- Standard 4.1: Staffing arrangements enhance children’s learning and development and ensure their safety and wellbeing
- Occupational Health and Safety Act 2004(Vic)
- Working with Children Act 2005(Vic)